



**TOWN OF PITTSFIELD  
BOARD OF SELECTMEN  
TOWN HALL, 85 MAIN STREET  
PITTSFIELD, NH 03263**

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## **MEETING MINUTES OF Tuesday, March 22, 2022**

### **CALL TO ORDER**

Chairman James C. Allard called the meeting to order at 6:00 p.m. and asked everyone to please join him in the Pledge of Allegiance.

### **MEMBERS PRESENT**

J.C. Allard, Chair  
Gerard LeDuc, Vice-Chair  
Carole Richardson  
Carl Anderson  
Jim Adams

### **OTHERS PRESENT**

Cara Marston, Town Administrator

### **PUBLIC INPUT - regarding agenda items only**

None

### **AGENDA REVIEW**

J.C.: None.  
Carole: None.  
Jim: None.  
Gerard: None.  
Carl: None.

### **NEW BUSINESS**

#### **ACTION ITEMS**

##### **1. Board organization**

Jim motioned to nominate Carl Anderson as Select Board Chairman.  
Carole: Second.  
Discussion: None.  
Motion carried 5-0-0.

Carole motioned to continue with Gerard LeDuc as Select Board Vice-Chairman.  
Carl: Second.  
Discussion: None.  
Motion carried 5-0-0.

The Board decided to keep the other board/committee Selectboard representations the same.

## **2. 21 Main Street parking question**

Paul Metcalf met with Board members to discuss the parking situation in front of 21 Main Street. Mr. Metcalf asked about parking along the street since there is a long enough section in front of the building for a couple of 2-hour minimum parking spots. Board members discussed taking a look at the area for better clarification on what was being asked, as well as inviting Public Works Superintendent Noel Gourley and Police Chief Joe Collins for further input.

Carl motioned to table the discussion until Board members can look into it further.

Carole: Second.

Discussion: None.

Motion carried 5-0-0.

## **3. 2022 Out of Service Equipment Bid Results (1991 Case 680L backhoe & 2002 Cat bucket)**

Superintendent Noel Gourley updated Board members on the bid results for the 1991 Case 690L backhoe and the 2002 Cat bucket. No bids were received, which was possibly due to the bid minimum and some repairs that would be needed, which were discovered after the bid was noticed. Now that the machine has been run more, these items are becoming noticeable.

Carl stated he had John Maxfield take a look at the backhoe after he noticed hydraulic fluid coming out of the back. Mr. Maxfield noted the backhoe would need a break job which included around \$1,200 just for the brake pads; totaling around \$2,500-\$3,500 for all repairs.

Noel suggested lowering the bid and would get back to the Board members with some more cost estimates.

The 2002 Cat bucket was not discussed. No bid was received for this item.

## **ADDED DEPARTMENT OF PUBLIC WORKS UPDATES:**

Noel updated Board members on the quotes he had received for the equipment for the new plow truck. One of the quotes came in at \$96,550 while another quote came in for a Viking at \$95,950 that comes with a poly water tank and would save the Town around \$1,000. He was still waiting on a trade in estimate.

Noel stated he had received complaints from the residents on Locke Road about the speed limit and suggested posting a 20-mph sign on the road. Board members discussed whether the sign would follow Town and State laws and agreed to the request. The traffic control ordinance will have to be amended for this and will be considered at the next meeting, along with the 21 Main Street parking item.

Noel said he had also received a request from a resident to allow more than the 5-gallon pail of sand in order to use a recently purchased sander. Board members stated they would rather stick to the 5-gallon pail maximum to curb other residents from the same request and keep things fair among tax paying citizens.

Noel gave an update on this year's paving projects – once the in-town surveying is done he can get some solid estimates from Merrill & Continental to continue the paving/sidewalk improvements.

The Board decided to have Carl & JC meet at 21 Main Street tomorrow at 2pm with Chief Collins and Supt Noel. Cara will let Paul Metcalf know.

The Board decided to take the other department heads and deviate from the numbered order of the agenda.

**13. Consideration of Fire Department per diem employee hiring**

Carl motioned to appoint Nathan Gaston as a per diem Fire Fighter AEMT.

Carole: Second.

Discussion: hourly wage is \$17.00

Motion carried 5-0-0.

**FIRE DEPARTMENT UPDATES:**

Deputy Chief Rob Freese has been working on the bid specifications for the engine replacement. Chief Pszonowsky has been informed that the grant results should be in August/September regarding the tanker grant.

**POLICE DEPARTMENT UPDATES:**

Chief Joe Collins met with Board members to give an update on the purchase of the new cruiser. Ordering a Police cruiser as previously discussed would take approximately 30-52 weeks. Chief Collins stated he had reached out to a dealership in Massachusetts that carries the same 2022 models with the exact same options as the previously considered order, but would include an additional cost of \$400 for the cost of after factory keying and other small items. Board members and Chief Collins agreed the cost would be minimal compared to waiting an additional year for a cruiser.

Chief Collins also asked about selling the old 2012 ACO Tahoe cruiser. Board members agreed with putting the cruiser up for bid using James R. St. Jean Auctioneers.

**NONPUBLIC SESSION**

Gerard motioned to go into Non-Public session under RSA 91-A:3; II (a).

Jim: Second.

Discussion: None.

Motion carried 5-0-0.

When the Board returned to public session Gerard made a motion to seal the nonpublic minutes and the motion was seconded by Carole.

Discussion: None.

Motion carried 5-0-0. Roll call was done and all approved.

**4. Request to purchase unused office chair**

Jim motioned to approve the purchase of an unused office chair to Dan Schroth for \$25.00.

Gerard: Second.

Discussion: None.

Motion carried 5-0-0.

**5. James R. St. Jean Auctioneers contract for disposition of tax deeded parcel 80 Thompson Road**

Carole motioned to accept the contract with James R. St. Jean Auctioneers for disposition of 80 Thompson Road.

Carl: Second.

Discussion: None.

Motion carried 5-0-0.

**6. Notification of employee resignation – Code Compliance Officer**

Carl motioned to accept the employee resignation from Code Compliance Officer Scott LaCroix with regret and thanks.

Gerard: Second.

Discussion: None.

Motion carried 5-0-0.

The position will be posted in the Pittsfield Post, NH Municipal Association, town website, and Indeed for now with an application deadline of April 12<sup>th</sup>.

**7. State Form MS-232 - Report of Appropriations Voted**

Board members signed State Form MS-232 - Report of Appropriations Voted.

**8. 2022 non-union employee wage adjustments**

Carl motioned to approve the wage adjustments for the non-union, non-contract, and non-elected employees - Minute Taker Sabrina Smith \$17.00, town hall cleaning Erica Anthony \$16.50, police department cleaning Vicki True \$15.50, Animal Control Officer Anne Taylor \$26.50, Public Works Operator Scott Jackson \$22.15, Public Works Operator Peter Elliott \$22.92, Public Works Operator Keith Donovan \$23.69, and Public Works Operator Shaun Waites \$25.24.

Jim: Second.

Discussion: None.

Motion carried 5-0-0.

**9. Employee annual performance evaluations**

Carl motioned to approve the employee evaluations as written and recommended step increases for Corporal Justin Worthley (step 13 \$28.40), Officer Devon Rego (step 11 \$26.50), and Police Administrative Assistant Anne Taylor (step 8 \$26.50).

Jim: Second.

Discussion: None.

Motion carried 5-0-0.

Carl motioned to approve the employee evaluations as written for Police Sergeant Joe DiGeorge and Welfare Director/Office Assistant Bonnie Theriault.

Jim: Second.

Discussion: These employees are at step 10, no further steps to advance to.

Motion carried 5-0-0.

**10. Tax Map Maintenance Proposal – tax year 4/1/2022 through 3/3/2023**

Carole motioned to approve the Tax Map Maintenance proposal for tax year 4/1/2022 through 3/3/2023.

Carl: Second.

Discussion: None.

Motion carried 5-0-0.

**11. 2022 Sewer Slip Lining contract – 6 locations - Carroll St/Depot St/Broadway**

Carole motioned to approve the 2022 Sewer Slip lining contract.

Carl: Second.

Discussion: None.

Motion carried 5-0-0.

**12. Consideration of 2022 proposed CNHRPC traffic counting program locations**

Carole motioned to approve the 2022 proposed CNHRPC traffic counting program locations.

Carl: Second.

Discussion: None.

Motion carried 5-0-0.

**14. Applications (renewals) for volunteer appointment consideration – Inspectors of Elections**

Carole motioned to approve the volunteer appointments of Martha Moloy, Laurie Houle, and Jennifer Tyrell as Inspectors of Elections.

Carl: Second.

Discussion: None.

Motion carried 5-0-0.

**15. Application (renewal) for volunteer appointment consideration – BCEP**

Gerard stated he would like to see the appointment consideration like they had done in years past with the voting member and non-voting member switch off terms, to give the volunteers the broader experience.

Carl motioned to approve Mike Cabral as a member of the BCEP Solid Waste District Committee.

Jim: Second.

Discussion: None.

Motion carried 5-0-0.

**Agenda items 16 – 23**

Carole made a motion to consider the warrant items 16 to 23 with one vote, Carl seconded the motion.

Discussion: Warrants will be signed at the end of the meeting.

Motion carried 5-0-0.

**16. Land Use Change Tax Warrant – Map R48 Lot 4 - \$1,150**

**17. Land Use Change Tax Warrant – Map R43 Lot 10-1 - \$5,500**

**18. Land Use Change Tax Warrant – Map R43 Lot 10-2 - \$5,250**

**19. Land Use Change Tax Warrant – Map R43 Lot 10-3 - \$5,000**

**20. Land Use Change Tax Warrant – Map R43 Lot 10-4 - \$4,000**

**21. Land Use Change Tax Warrant – Map R23 Lot 2 - \$6,500**

**22. Land Use Change Tax Warrant – Map R23 Lot 2-3 - \$6,000**

**23. Land Use Change Tax Warrant – Map R23 Lot 2-7 - \$6,000**

**24. Application for Property Tax Abatement – 240 Dowboro Road**

Carole motioned to deny the Property Tax Abatement application for 240 Dowboro Road, as recommended by Avitar.

Carl: Second.

Discussion: None.

Motion carried 5-0-0.

**25. Application for Sewer User Fee Abatement – 5 Leavitt Road**

A sewer user fee abatement is being requested due to used water from the car wash being stored in a holding tank that is pumped out annually rather than going through the Town sewer system. Board members had concerns about mud and debris overflowing into the Town sewer system if/when the holding tank becomes full.

Jim motioned to table the discussion until the Board is able to look into the situation further.  
Carole: Second.  
Discussion: Cara will talk to Bill at Wastewater about this.  
Motion carried 5-0-0.

## **COMMITTEE REPORTS**

Gerard stated a BCEP meeting will be held on Thursday, March 24, 2022 at 6:00 p.m.

Carole stated the Foss Fellowship group will be meeting on Thursday, March 24, 2022 at 7:00 a.m.

Carl stated the next Planning Board work session meeting will be held on Thursday, March 24, 2022 at 6:00 p.m.

## **INFORMATION ITEMS**

### **1. February 2022 monthly Wastewater Treatment Facility report**

J.C. stated the Wastewater Treatment Facility report is still in good standing.

### **2. 2022 Annual Town Meeting results**

### **3. NH DOT Dredge & Fill Application – Rt 107/Catamount Rd culvert replacement**

## **OLD BUSINESS**

### **1. Perambulation of town lines (8/14/2018)**

### **2. Zoning & RSA 155-B violations (8/27/2019)**

### **3. Proposed Health Ordinance (8/11/2020)**

### **4. Surveying of town owned property (4/27/2021)**

### **5. Dog & cigarette waste receptacles (11/2/2021)**

Board members discussed holding an April 12<sup>th</sup> meeting from 6:00 – 7:00 p.m. with some of the groups and citizens in Town to come together and resolve maintenance issues with the dog and cigarette waste receptacles.

### **6. Fencing at 36 Main Street lot (11/9/2021)**

Board members discussed a current dog waste issue in the newly constructed garden at 36 Main Street and continued discussions about putting up a fence to keep animals and people out of the park in order to preserve the natural habitat.

### **7. Library Trustees & Strickhart family discussion of traffic flow at Library/Berry House (1/11/2022)**

### **8. Consideration of 1991 Case 680 backhoe (2/8/2022)**

## **CHECK MANIFESTS**

### **1. Accounts Payable**

Gerard made a motion to approve Accounts Payable.

Jim: Second.

Discussion: None.

Motion carried 5-0-0.

### **2. Payroll**

Gerard made a motion to approve Payroll.

Carl: Second.

Discussion: None.

Motion carried 5-0-0.

## MINUTES

### 1. February 22, 2022 – Public Session Minutes

Gerard motioned to approve the February 22, 2022 Public Session minutes.

Jim: Second.

Discussion: None.

Motion carried 5-0-0.

## PUBLIC INPUT

Tax Collector Erica Anthony updated the Board with the news that 24 Manchester Street has closed, this property had a tax deed waiver. Also, the tax payment plan on Berry Avenue has been paid in full.

## ADJOURNMENT

Carole motioned to adjourn at 9:12 p.m.

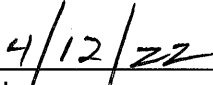
Carl: Second.

Discussion: None.

Motion carried 5-0-0.

Approved:

  
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James C. Allard, Chair

  
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Date



**MEETING AGENDA**  
TOWN OF PITTSFIELD  
BOARD OF SELECTMEN  
TOWN OFFICE, 85 MAIN STREET  
PITTSFIELD, NEW HAMPSHIRE 03263

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**TUESDAY, MARCH 22, 2022**

**REGULAR SESSION – 6:00 p.m. – call to order**  
**PLEDGE OF ALLEGIANCE**

**PUBLIC INPUT** – regarding agenda items only

**AGENDA REVIEW**

**NEW BUSINESS**

**ACTION ITEMS**

1. Board organization
2. 21 Main Street parking question
3. 2022 Out of Service Equipment Bid Results (1991 Case 680L backhoe & 2002 Cat bucket)
4. Request to purchase unused office chair
5. James R. St. Jean Auctioneers contract for disposition of tax deeded parcel 80 Thompson Road
6. Notification of employee resignation – Code Compliance Officer
7. State Form MS-232 - Report of Appropriations Voted
8. 2022 non-union employee wage adjustments
9. Employee annual performance evaluations
10. Tax Map Maintenance Proposal – tax year 4/1/2022 through 3/3/2023
11. 2022 Sewer Slip Lining contract – 6 locations - Carroll St/Depot St/Broadway
12. Consideration of 2022 proposed CNHRPC traffic counting program locations
13. Consideration of Fire Department per diem employee hiring
14. Applications (renewals) for volunteer appointment consideration – Inspectors of Elections
15. Application (renewal) for volunteer appointment consideration – BCEP Budget Committee
16. Land Use Change Tax Warrant – Map R48 Lot 4 - \$1,150
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25. Application for Sewer User Fee Abatement – 5 Leavitt Road

**COMMITTEE/DEPARTMENT REPORTS**

**INFORMATION ITEMS**

1. February 2022 monthly Wastewater Treatment Facility report
2. 2022 Annual Town Meeting results
3. NH DOT Dredge & Fill Application – Rt 107/Catamount Rd culvert replacement



**OLD BUSINESS**

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4. Surveying of town owned property (4/27/2021)
5. Dog & cigarette waste receptacles (11/2/2021)
6. Fencing at 36 Main Street lot (11/9/2021)
7. Library Trustees & Strickhart family discussion of traffic flow at Library/Berry House (1/11/2022)
8. Consideration of 1991 Case 680 backhoe (2/8/2022)

**CHECK MANIFESTS**

1. Accounts Payable
2. Payroll

**MINUTES**

1. February 22, 2022 – Public Session Minutes

**PUBLIC INPUT**

Public Input standards: The Board of Selectmen may accept the public's input that is addressed directly to the Chair in a courteous and respectful manner in a time frame of three minutes or less.

**NONPUBLIC SESSION** - The Board of Selectmen may enter into Nonpublic Session under RSA 91-A:3



## **MEETING SCHEDULE CHANGE**

TOWN OF PITTSFIELD

BOARD OF SELECTMEN

TOWN OFFICE, 85 MAIN STREET

PITTSFIELD, NEW HAMPSHIRE 03263

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The Board of Selectmen will be holding ONE meeting in March 2022

Tuesday, March 22, 2022 at 6:00 p.m.

at the Pittsfield Town Hall, 85 Main Street, Pittsfield NH 03263

this is a change in their regular meeting schedule